



**KPMG Peat Marwick
Electronic Commerce Consulting**

**Biweekly Project Status Report
IowaAccess Project #10 - Electronic Commerce Business Plan
Friday, February 13, 1998**

To: Cynthia Eisenhauer
Director, Iowa Workforce Development

From: Steven J. Krach
KPMG Peat Marwick, LLP

CC: M. Cantoria, A. Kao, S. Schweitzer

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1 Project Progress Summary

The project team developed a series of 27 questions covering Mission/Vision/Goals & Objectives, Organizational Structure, Current Business Processes and IS Technology. The survey was distributed on Tuesday, February 10, 1998. In advance of the receipt of the responses, Steve Schweitzer and Steve Krach continue to develop the Business Plan outline and content bullet points in preparation for distribution to the team on Wednesday, February 18th, 1998.

The documents distributed for the meeting of February 25th, 1998 will be a formatted partial draft of the anticipated Business Plan. They will include a full detailed outline of the entire plan, with sections filled in where appropriate at this time. The focus of this critical meeting on 2/25 is the comprehensive coverage of crucial elements of the plan. Our discussion should lead to agreement on the form of presentation, and that all appropriate areas are addressed and covered. Following this session, the full draft will be completed and distributed for the group editing of style and detailed content.

2 Project Accomplishments During This Reporting Period

2.1 Project Work Accomplished

The initial intent of KPMG was to conduct phone-surveys and focus group discussions with regards to additional survey material, however, due to multiple time-conflicts, e-mail and fax methods were preferred by the majority of the survey recipients. A survey containing 27 questions was e-mailed/faxed out to various people on the project team, their peers and subordinates and other state agencies.

KPMG's team is continuing their work on outlining and drafting the business plan.

Alex Kao talked with Kent Hiller (contractor for Project 1 - lowAccess Network) about technology infrastructure and standards, roles & responsibilities. He also contacted Linda Plazak about the state of IT within Iowa Government, ITS' role, Project 1 linkages. Alex identified the need to get the additional survey questions to County Association (ISAC?). Waiting for technical survey results for analysis and Organizational/Technical Readiness Assessment. Next steps: analyze State Public Policy Group Business Technology Survey results, identify gaps in knowledge and contact appropriate personnel.

2.2 Interim Deliverables

Bi-Weekly Status Report dated February 13, 1998.

Executive and Mid-Level Management Supplemental Questionnaire

3 Scheduled Activity

3.1 For The Next 2-Week Period

KPMG will be finalizing the Business Plan and detailed bullet-points for content. The draft will be distributed to the Project Team by Wednesday, February 20th, 1998. We are looking forward to a very productive meeting on the 25th of February.

3.2 Beyond The Next Two Weeks

After the scheduled meeting on the 25th of February, KPMG will make necessary revisions to the Business Plan Outline and begin drafting the final copy of the plan, including complete verbage and support documentation.

4 Pending Issues

4.1 Follow-ups

We will keep the lowAccess Project 10 team apprised as to the status of receiving survey responses.

4.2 Project Delays

Delays in drafting the business plan outline with detailed bullet points could be caused by delinquent survey result submittals. KPMG will perform frequent follow-ups to ensure most, if not all, surveys are captured on a timely basis. Ms. Eisenhower will be kept apprised of any significant delays in this area.

Scheduled Meeting on February 25th, 1998

It should be stressed that the business plan review meeting scheduled for February 25th, 1998, is a critical milestone in accomplishing the project's goals. It is important to have as many in attendance as possible to discuss the draft business plan. It might be worth the time to send out an e-mail or memo